

Message

From: Varcoe, Betsy [Varcoe.Betsy@epa.gov]
Sent: 11/21/2016 6:14:03 PM
To: Bahrman, Sarah [Bahrman.Sarah@epa.gov]
Subject: RE: Briefing requests

Okie dokie

From: Bahrman, Sarah
Sent: Monday, November 21, 2016 11:05 AM
To: Varcoe, Betsy <Varcoe.Betsy@epa.gov>
Subject: RE: Briefing requests

For the Administrator's briefing, please include the same list of people from Region 8 that I listed for the pre-brief. Deb invited us all to participate in briefing for the Administrator last week, so I anticipate she would do the same this time around.

Those are:

Deb
Shaun
Joan
Darcy O'Connor
Paul Logan
Kim Varilek
Lucita Chin
Mike Boydston
Kimi Matsumoto
Sarah Bahrman
Douglas Minter
Valois Shea
Andrew Mutter
Lisa McClain-Vanderpool
Callie Videtich

Sarah E. Bahrman | Acting Director, Safe Drinking Water Program | U.S. Environmental Protection Agency - Region 8
(p) 303.312.6243 | (c) 303.903.8515 | (f) 877.876.9101

From: Varcoe, Betsy
Sent: Monday, November 21, 2016 10:31 AM
To: Bahrman, Sarah <Bahrman.Sarah@epa.gov>
Subject: RE: Briefing requests

The Administrator's office will provide the call-in number.
Will you please send me the list of R8 people you want to attend. I see only the HQ people on the 11/18 meeting.

From: Bahrman, Sarah
Sent: Monday, November 21, 2016 10:27 AM
To: Varcoe, Betsy <Varcoe.Betsy@epa.gov>
Subject: RE: Briefing requests

Hi Betsy - Thank you for initiating the request with the Administrator's scheduler.

For the meeting Tuesday 11/29, could you please add this call-in number? I just learned that Darcy will be calling in from Chicago.

Ex. 6 Personal Privacy (PP)

Thanks!

Sarah E. Bahrman | Acting Director, Safe Drinking Water Program | U.S. Environmental Protection Agency - Region 8
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From: Varcoe, Betsy
Sent: Monday, November 21, 2016 10:10 AM
To: Bahrman, Sarah <Bahrman.Sarah@epa.gov>
Subject: RE: Briefing requests

Briefings for the Administrator are not created by me. I will work with her scheduler to get the meeting set up.

From: Bahrman, Sarah
Sent: Monday, November 21, 2016 9:58 AM
To: Varcoe, Betsy <Varcoe.Betsy@epa.gov>
Subject: Briefing requests

Hi Betsy –

Following the Dewey Burdock briefing with the Administrator on Friday, I need to schedule two more meetings:

1. Briefing for the RA/DRA on Dewey Burdock – Deb asked me to let you know that this is high priority, and that you may need to move other appointments to accommodate this meeting. Tuesday, November 29 looks like it might be the best time – either early (8am) or between 11am and 2:30 pm. Please schedule one hour. Deb said she would coordinate with Shaun since I think he is out next week.

Please include:

Deb
Shaun
Joan
Darcy O'Connor
Paul Logan
Kim Varilek
Lucita Chin
Mike Boydston
Kimi Matsumoto
Sarah Bahrman
Douglas Minter
Valois Shea
Andrew Mutter
Lisa McClain-Vanderpool
Callie Videtich

2. Briefing for the Administrator on “Dewey Burdock – Region 8 UIC.” Ideally, this briefing could be scheduled for Thursday, Dec 1 or Friday, Dec 2. The Administrator requested a second briefing on our call last Friday. Half hour is sufficient. If those dates do not work, please schedule for the first available time. Please include all attendees that were on the call on November 18th. Let me know if you need those names. Please also include Deb’s call-in number on the invite.

We’ll provide briefing materials for the pre-brief asap.

Thanks!

Sarah

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